



**TRINITY CITY PLANNING & ZONING BOARD  
MEETING**

September 27, 2005  
7:00 pm

**The Trinity Planning Board held their September 27, 2005 meeting at Trinity City Hall. A quorum was present.**

**PLANNING BOARD MEMBERS PRESENT:** Chairman J. R. Ewings; Planning Board Members Linda Gant, Vernel Gibson, Buddy Maness, Richard McNabb, Melvin Patterson, Robbie Sikes, and Jim Wall.

**PLANNING BOARD MEMBERS ABSENT:** None.

**OTHERS PRESENT:** City Manager, Ann Bailie; Planning/Zoning Administrator and Code Enforcement Officer, Adam Stumb; City Clerk, Debbie Hinson, Council members Bridges, Meredith, Talbert, and other interested parties.

**ITEM 1. Call to Order.**

Chairman Ewings called the September 27, 2005 meeting to order at 7:00 p.m.

**ITEM 2. Pledge of Allegiance.**

Chairman Ewings led the Pledge of Allegiance.

**ITEM 3. Invocation.**

Planning Board member Vernel Gibson gave the invocation.

**ITEM 5. Approval of Minutes (August 23, 2005)**

Chairman Ewings called for any changes or corrections to the August 23, 2005 minutes. Hearing none, Chairman Ewings called for a motion to approve the August 23, 2005 minutes.

***Motion by Planning member McNabb to approve the August 23, 2005 minutes as written, seconded by Planning member Patterson, and approved unanimously by all Planning members present.***

**Item 5. Public Comments Section**

**Hearing none, Chairman Ewings** moved to the next item.

**ITEM 6.**

**Subdivision Review – Colonial Village (no public hearing)**

Chairman Ewings opened this item and asked Mr. Stumb for review on this item.

Mr. Stumb advised members that he had reviewed the ordinance for what was needed for this plan to comply with and be approved in regards to the Zoning and Subdivision Ordinance. There are no private streets in the development and once constructed after the period of one (1) year the city will take over maintenance of the streets. There will be valley curb and gutter. The minimum lot size for this area is 10,000 square feet. The smallest lot in this development is 10,042 square feet. The setbacks are 30 feet in

the front, 10 feet side and 25 foot rear. There is 70 feet of frontage for each lot. There is no open recreation space dedicated therefore there will be a fee in lieu instead. As part of Phase 2, Council and developer have negotiated to help install larger lines in this area. The street lights will be put in by Duke Power. We do not know how many or the density of the street lights at this time but the lights will be maintained by Duke Power and the electric bill for the street lights will be paid by the city when they assume responsibility of the subdivision. There is one (1) flood plain to east of this development where proposed Multi-Family development will be. At this time Mr. Stumb introduced Mr. Jim Billups, the City Engineer who reviews this type of development for the City of Trinity.

Mr. Billups advised Planning members that the review comments that his firm had for the engineering aspect of the subdivision were not unusual for 1<sup>st</sup> submittal of subdivision plans. Our firm thoroughly reviews plans upon submittal to try to limit problems during construction. We had a few general comments related to plan preparation. During this part of the review we noticed some things that our firm will probably make some recommendations to changes in Ordinance to accommodate easier plan review in the future in regards to certification of stormwater run off and the scale of drawings. Most of our comments were technical comments. We had concerns in regard to where stormwater would be routed that was on the perimeter of the property and we have also requested the firm provide some documentation of sign off in regard to wetlands, streams, and things of that nature. This is not in your Ordinance at this time but is becoming standard procedures on subdivisions. There are a number of things that will need to be corrected on the plans that are basically technical issues.

Mr. Billups and members discussed the errors found during review concerning the scale, and storm drainage issues. Mr. Billups advised members the developer's engineer were working on the errors for review. The scale of drawing relates to size and making the document more legible. The City is serving in the capacity of serving as the responsible party for watershed criteria in your jurisdiction. This is not in your ordinance but something that is required. It states the engineer certifies the facilities as designed will control runoff from the 1<sup>st</sup> inch of runoff of built upon area. Having the certification of the plan complies fully with the state requirements. This is something that we have suggested be incorporated into the Ordinance. There was a brief discussion concerning the retention ponds and the runoff that would go into these ponds. Mr. Billups discussed a small amount that his firm was concerned with on how it would be handled. Member Sikes discussed how the runoff from the site would be governed by the EPA.

Mr. Stumb advised members that letters were sent ahead of time to NC Department of Transportation, Davidson Water, Fair Grove Fire Department, Randolph County Sheriff's Department, Randolph County Emergency Management, Randolph County Public Health and Randolph County Schools to give them the opportunity to make comments on plan. The only responses received were from NC Department of Transportation, Davidson Water and the Fair Grove Fire Department. Mr. Stumb referred to the letter received from DOT that required turning lanes into the development at Sunrise Street and in the future the possibility of a traffic signal at Sunrise and Unity. Davidson Water did respond with comments per their letter (attached), and Chief Rudisill from the Fair Grove Fire Department came by and looked at the plans and had no major comments to the plan. We did not get a lot of response from adjoining property owners or a lot of opposition.

Fair Grove Fire Department representative and members discussed any concerns that the Fire Department may have. The representative expressed his concerns on the location of hydrants and the width of the road. It is a little narrower than we would have liked to seen.

Mr. Stumb confirmed the streets were narrow and could be something we want to look at the future. Is parking on the street becomes a problem this would create hazards to through traffic or Fire Department or EMS vehicles.

Mr. Stumb, Mr. Billups, and members discussed the need for addressing the requirements for wider streets, disallowing parking on the street, and the how the city could if they desired require wider streets for future developments even though these streets meet DOT Standards and our Subdivision Standards base the street width on the same. Since the city will assume maintenance of these streets after the one (1) year period we could require wider streets.

Members, Mr. Stumb, and Mr. Billups discussed the enforcement issues involved with allowing on side street parking. Mr. Billups discussed some negative issues that could be involved with wider streets.

While the fire departments would like to see wider streets due to the safety issues involved, wider streets encourage faster speeds. Increasing street widths can cause more impervious surface and runoff. These are issues that you want to think about and investigate the pros and cons prior to changing the Ordinance to require wider roads.

Manager Bailie asked Mr. Stumb if the city had received the restrictive covenants for this subdivision and if the covenants restricted parking on the street? Mr. Stumb advised Manager Bailey and members that he did not recall if they address this or not. Deed restrictions could address on street parking. Manager Bailie discussed how deed restrictions would force the developer and residents to enforce on street parking. If on street parking is addressed in our Ordinance as a requirement then the city must enforce street parking.

Mr. Stumb advised members there were two (2) outstanding issues.

The first issue deals with the two (2) retention ponds in development. The developer has requested that the city assume maintenance for these ponds and impose a special tax district for this development only to generate revenues to maintain these ponds. The Utilities Committee briefly discussed this at an earlier meeting and did not make a decision but asked for more information pertaining to this issue. It is not likely that the city will maintain these ponds at this time; therefore, a Homeowners Association will be required to maintain these ponds.

The second issue involves Davidson Water. Mr. Stumb turned the discussion of this item over to Manager Bailie. Manager Bailie advised members that the developer would be required to run a water pipe through the Hillandale Subdivision after a certain number of lots were developed. It is not clear if Davidson Water is going to sign off on the current plan until the developer agrees to this condition. The developer is trying to work around this issue and I do not believe this has been resolved. This may not be something that needs to hold up the site plan from our standpoint since the developer will not be required to install this line until a number of lots are developed. However, my interpretation of the letter from Davidson Water is that they will not sign off on the plan until this issue is resolved. I have not been able to contact Gregg Stabler, Davidson Water General Manager as of today to get an answer on this issue. I am aware that Mr. Stabler is trying to work with the developer in an effort to resolve this issue to meet everyone's goals and make this as cost effective as possible for the developer.

Member Gibson and Manager Bailie discussed the technical aspects of the subdivisions with the exception of the water and the fees associated with them. Manager Bailie explained that since the maintenance of the streets and sewer lines would become the responsibility of the city was why plans were being reviewed by city engineers Anderson and Associates. This step will make sure that the city will acquire these items in the conditions and standards required prior to accepting responsibility for maintenance.

Mr. Stumb advised members that the comments from the engineers can easily be addressed in a limited amount of time. The last 2 issues we discussed are a little more critical and staff's feeling they should be finalized before this board continues. I have talked with Mr. Humble of Davis, Martin, Powell and Associates (developer's engineer) and he agrees with the concerns and feels it is ok to wait until the October meeting to proceed or finalize this issue if that is the pleasure of this board. He has answered the comments from Anderson and Associates (city engineers). They will review and respond to Mr. Humble's comments as needed. Staff will work with the developer on addressing the need for a Homeowners Association for maintenance of the ponds as well as the Davidson water issue. If this meets the approval of the Board this request needs to be tabled until the October meeting.

Member Sikes asked if the Wet Pond as described would maintain a level of water at all times or would the pond act as sediment trap?

Mr. Billups advised members that in order to avoid mosquito problems and things of this nature, retention ponds are designed to maintain at least 3 feet of water at all times. They also provide a better level of treatment than dry ponds. Sediment ponds are used during the construction phase and will have sediment traps located in them. When those areas are completed they will have a permanent water level of 3 to 4 feet at all times.

Member Sikes discussed the city taking over these ponds and the liability issues and maintenance issues becoming that of the city. Both Mr. Billups and Manager Bailie agreed that this would become the city's responsibility. Mr. Billups advised members this was the main concern from members of the Utilities Committee when this was discussed. Member Sikes and McNabb stated they felt this should be a homeowners issue and that the city should not be liable for this. Member Gant discussed the size of the pond and the danger of a child drowning in these ponds. Member Sikes asked why the run off could not be converted into some other type of stormwater drainage after completion instead of ponds. Mr. Billups advised members that the impervious area had been increased which also increased the oils and grease from vehicles and the road. These ponds are designed as water quality ponds. Their purpose in detaining the water is to allow particulate matter to settle out, to also skim off oil and grease, and has become the accepted standard that is used in the state. These ponds are designed for water quality purposes as opposed to allowing a direct discharge into the storm sewer where the pollutants can go straight into the receiving stream. These type of ponds are only required in water supply watershed areas. These ponds also have the added benefit of detaining water and smoothing out the peak so there is less likelihood of flooding downstream, however these are not designed for that purpose. In North Carolina these are water quality ponds and that is their function, therefore, if you get a heavy storm it will exceed the capacity of the pond and will travel through the spillway outside of the pond. The minimum of three (3) feet is required to maintain mosquito control.

Manager Bailie discussed previous mention of this type of ponds with the Utilities Committee and the possibility of the city assuming responsibility of this type of pond in the future. Manager Bailie advised members that she would like to share her thoughts on this issue with this Board and receive their thoughts on this issue as well. As discussed earlier by Mr. Stumb, the plan at this time for this development is for a Homeowners Association to be formed to cover the maintenance of these ponds. We will have a Homeowners Association of owners that will probably be comprised of first time home owners. These homeowners have no experience with Homeowners Associations and no idea how to go about maintaining a detention pond. They are being forced into this because it is a requirement of the subdivision. Manager Bailie discussed her thoughts on the issue that at some point these ponds would probably become a problem of the city. The developer is willing to pay a substantial amount of money up front to the city to take control of the ponds and to maintain them. The State Statutes allow the city to create a Special Service District and to tax the residents within the Service District whatever it takes to provide this extra service. The city can legally do this. I have also checked with the Institute of Government concerning this issue and they say it makes sense to do this. It makes sense to me to do this on a long term basis because of the concerns about who in the Homeowners Association will be responsible for maintaining them as well as the fear that it will become a city problem at some point and we will not have money set aside to take care of the ponds. The question concerning this approach is the liability issue. The liability will either be assumed by the Homeowners Association and their insurance or the City and their insurance. Manager Bailie advised members that she had not presented this to the Council and had only discussed this with the Utilities Committee for their feedback. There was discussion concerning the fact these ponds serve approximately 2/3<sup>rd</sup> s of the lots in the subdivision and the other 1/3 that was not served by these ponds. Do you tax all persons in the subdivision or just the ones that have runoff going into the pond? The main concern expressed by the Utilities Committee was the liability issues.

Member Patterson asked if this development would be considered the Service District. Manager Bailie advised members currently it would be this development, however as other development occurred that produced runoff that drained into these ponds the Service District would be enlarged to include that development as well. Manager Bailie discussed the fact that some of the commercial development located on Thomasville's side will be draining into one (1) of the ponds located in Trinity. I'm not sure if it is one (1) of these ponds located in the subdivision or not. The developer does not know how to handle this and we will be looking at this in the future. If we had a Service District this development would be included and would be subject to the tax.

Member McNabb asked how much maintenance would be required for these ponds. Mr. Billups advised members that at least once every ten (10) years the ponds would need to be checked to make sure the pond had not filled with sediment and possibly dredge it. There are issues associated with maintenance of vegetation and grass that may grow around the pond, the concerns of liability issues, do you fence it, if so maintenance for the fence, and repairs to the spillways. Member Sikes discussed his feelings on the pond lasting ten (10) years without being redone. His feelings were after one (1) year of development

completion the pond would require maintenance at least 3 times a year. There was further discussion concerning the developers willingness to work with the city to provide what the city felt was necessary for the city to assume responsibility for these ponds at the end of the construction period. The developer does not want a Homeowners Association but will have to form one immediately strictly because of the ponds.

Mr. Billups discussed the disadvantages to the developer to form a Homeowners Association. Until the subdivision is 50% owned the developer is the Homeowners Association. It adds a potential impediment to making sales. Some people will not buy where there is a Homeowners Association, whereas the taxing district is already set.

Member Gant asked if problems were occurring because of the number of houses allowed were increased from 2 to 3 houses per acre in this development?

Mr. Billups and members discussed the break off point for density where detention ponds did not have to be used. Mr. Billups advised members that he had not seen development anywhere in the past 3 years where a developer chose the low density development to avoid the use of detention ponds.

With no other discussion, *Member Sikes made a motion to table this request until the next (October) meeting, seconded by member Gibson and approved unanimously by all Planning members present.*

**ITEM 7.                                      Subdivision Submission Requirements**  
**a. Subdivision Ordinance**  
**b. Watershed Ordinance**

After opening this item, Chairman Ewings turned discussion over to Mr. Stumb, Planning Administrator.

Mr. Stumb advised members that this item included suggestions from Robin with Anderson and Associates to be added into the Ordinance in regards to submitting plans, procedure for dedication of subdivision development, some of the scale requirements, and certification of runoff control. A lot of these address what the engineer will see on the site plan to make the process easier. *(included as a part of the minutes)*

Mr. Stumb asked Mr. Billups for any comments. Mr. Billups advised members that a couple of these items were discussed earlier. These are all recommendations and are not cast in stone. These changes will help make everything clear and help the procedure.

**The following sections were incorporated into the minutes**

**Section 7-3 Submission Requirements**

Data demonstrating compliance with the improvement requirements must be prepared and submitted along with the final plat for the meeting of the City Council at which final approval is sought. Twelve copies of the final plat and all plans, profiles, specifications and other required information should be required. Specifications for final plats are listed in Appendix B.

**Section 7-4 Required Improvements**

The following improvements requirements shall be fulfilled or guaranteed before a final plat shall be approved by the City Council for recording:

- (A) Public Streets. Streets and all associated improvements, to include storm drains, grading, base and paving, shall be constructed by the subdivider in accordance with the specifications and standards of the N.C. Department of Transportation, Division of Highways and shall be approved by the City.
- (B) Private Streets. Private streets or drives shall be permitted only in the situations described in Article VI, Section 5. The word private shall be clearly stamped on the final plat and this shall be recorded with all conveyances along with road maintenance provisions. Design standards for private roads are noted in Appendix D.
- (C) Monuments. Permanent concrete monuments four (4) inches in diameter or square, three (3) feet long, shall be placed at not less than two (2) corners of the subdivision, provided that additional monuments shall be placed where necessary to that no point within the subdivision lies more than five hundred (500) feet from a monument. Two or more of the required

monuments shall be designated as control corners. The top of each monument shall have an indented cross, metal pin or metal plate to identify properly the location of the point. All monuments shall be shown on the final plat.

- (D) Utilities. The subdivider shall install public water mains and sanitary sewers where existing public utilities are available. In other areas the subdivider shall install either individual private lot or private community water and/or sewer systems. If such installation is made, the subdivider shall comply with all rules and regulations prescribed for private and/or community water supply and waste disposal by the North Carolina Department of Human Resources, the North Carolina Department of Natural Resources and Community Development, the Randolph County Health Department, and the Sewer Use Ordinance of the City of Trinity and with all regulations and construction specifications of any municipality to whose utility system such water mains and/or sanitary sewers may eventually be connected. Electrical utilities and communication lines shall be installed with arrangements made by the subdivider with the utility company or cooperative authorized to serve the area of the subdivision. Installation shall be in keeping with the latest accepted design standards and procedures along lot lines.  
Utilities, which encroach upon the State Highway system, shall require an Encroachment Contract executed by the person or firm responsible for maintenance.
- (E) Water Supply and Sewage Disposal on Individual Lots When Public Water and Sewer are Unavailable. The size, location, soil conditions and drainage of all lots in the subdivision shall be approved by the Randolph County Health Department relative to individual water supply and sewage disposal systems. Water supply and waste treatment approval requirements are noted in Appendix E.
- (F) Erosion Control. The subdivider shall mulch, seed, sod or otherwise protect all grading, excavations, open cuts, side slopes and other land surface disturbances.  
It is also the subdivider's responsibility to comply with the North Carolina Sedimentation and Pollution Control Act and the City of Trinity Stormwater Management Policies. The developer is to contact the N.C. Department of Natural Resources and Community Development, Land Quality Section, which agency provides technical assistance and enforcement of the Sedimentation and Pollution Control Act.
- (G) Removal of Rubbish. The subdivider shall remove all cut or fallen trees, stumps or rubbish from the subdivision.

#### **Section 7-5 Procedures for Dedication of Subdivision Development**

- (a) Punch list – near completion of the subdivision development, a punch list will be provided to the owner detailing the deficiencies needing completion.
- (b) Final plat – The owner will submit a final plat, deed of dedication and maintenance agreement to the Planning & Zoning Administrator at the completion of the punch list.
- (c) Final inspection – After receiving the Final Plat, Deed of Dedication and Maintenance Agreement, the City of Trinity's Planning & Zoning Department's designated representative will conduct a final inspection. If there are no deficiencies, the Final Plat is approved by the Planning & Zoning Administrator and it is added to the Council agenda for approval. Once the final plat is approved by Council, a separate agenda item is initiated to approve the Deed of Dedication and the Maintenance Agreement. Once the Council approves the Final Plat, permission is granted to begin residential home construction and a building permit can be issued.

## Appendix A

### Specifications for Preliminary Plat

The preliminary plat shall be submitted 3 (three) copies on 24" x 36" sheets drawn to a scale of not less than 1/4" = 50 feet to the inch and shall contain the following information:

(A) Title Data

- (1) Date of survey, date plan drawn, and revision dates as applicable.
- (2) Name, address and telephone number of Owner(s)
- (3) Name, address and telephone number of Developer, if different from Owner
- (4) Name of subdivision (Subdivision names shall not duplicate or approximate, phonetically, existing subdivision names.)
- (5) Location designation (township, county, state)
- (6) Location map (no less than 1" = 2000') showing the property and its relationship to the surrounding area
- (7) Seal and signature of a licensed engineer or surveyor, with name, address and telephone number of the preparer.
- (8) Scale in figures and bar graph
- (9) North arrow and orientation. Sheets will not be accepted with North facing toward the bottom of the sheet.
- (10) "Preliminary Plan" notation
- (11) Proposed use of property to be subdivided
- (12) Tax parcel number

(B) Existing Conditions (on property to be subdivided and within 500 feet of property being subdivided)

- (1) Source of datum, and location of benchmark(s) at the site
- (2) Existing street rights-of-way, width of pavement and names
- (3) Location and size of any existing private or public utilities including water sewer, electrical, phone gas and cable facilities
- (4) Location and size of existing bridges, culverts and other storm drainage facilities
- (5) Location, width and purpose of all existing easements
- (6) Bearings and distances of property boundary with, accurate reference to control points defined by state plane coordinates where required by the "Standards of Practice for Land Surveying in North Carolina".
- (7) Surrounding property lines, property owners and subdivisions
- (8) Boundaries and identification of political subdivisions, where applicable
- (9) Zoning classification of property to be subdivided and zoning of all adjacent parcels with owner(s) name(s)
- (10) Existing buildings
- (11) Topography including water courses and wooded areas
- (12) Existing elevations referenced to mean sea level, with a contour interval of two feet, accurate to one-half contour to indicate surface drainage patterns.
- (13) Location, extent and identification of flood plain, watershed, water critical area or other restricted land
- (14) Driveways and roads (in use or abandoned) leading to other property
- (15) Location of any known gravesites or cemeteries located on the property
- (16) Delineation of any stream and/or wetland areas under the jurisdiction of the US Army Corps of Engineers and/or the North Carolina Department of Environment and Natural Resources.
- (17) Other natural or manmade conditions affecting site development

(C) Proposed Plans (proposed features shall be shown heavily lined)

- (1) Proposed street alignments, rights-of-way, names

- (2) Detail plan of all entrances, driveways, roadways, etc. that connect to existing roads (Connection to State roads requires permits from NCDOT)
- (3) Proposed private or public utilities, including water and sewer sizes, materials with locations of proposed tie-ins noted.
- (4) Proposed location and sizes of water lines, services, hydrants, water meters, and backflow devices.
- (5) Locations, size and material of proposed sewer mains, force mains, manholes, service lines and clean-outs, and sewerage lift stations.
- (6) Location and size of proposed bridges, culverts and other storms drainage facilities
- (7) Location, width and purpose of all proposed easements (15' easement required centered over water line; 20' easement required centered over sewer line)
- (8) Plan and profile of proposed sanitary and storm sewers (scale no less than 1" = 100' horizontally, 1" = 10' vertically); elevations based on mean sea level.
- (9) Lines, numbers and approximate dimensions of proposed lots and blocks
- (10) Proposed buildings with finished floor elevations shown (must be 2' above established 100-yr floodplain if applicable)
- (11) Soil erosion and sediment control plan (NCDENR permit required for any site over 1.0 acres).
- (12) Minimum building setback lines (front, side and rear)
- (13) Public use sites
- (14) Location of stop signs (and other traffic control devices as required)
- (15) Two copies of pipe sizing, detention/retention sizing and other calculations required for review of plan
- (16) A 24-hour local contact person
- (17) Site data:
  - (a) Acreage of property to be subdivided
  - (b) Acreage of public use sites
  - (c) Number of lots
  - (d) Average lot size
  - (e) Square feet of each irregularly shaped lot
  - (f) Lineal feet of streets
- (18) A list of restrictive covenants (deed restrictions) to be applied to any or all lots in the subdivision
- (19) Following approval of the construction plans, provide \_\_\_ copies of the subdivision layout or site plan only, and 4 copies of complete construction plans. One set will be returned as "Approved".
- (20) Notes:
  - (a) "Contractor shall contact the Planning & Zoning Administrator (336-431-2841) at least 48 hours prior to starting work on the project."
  - (b) "All construction within state right-of-way shall conform to North Carolina Department of Transportation specifications."
  - (c) "Approval by City of Trinity is for the improvements shown in the Site Plan. Any variation from the approved Site Plan must be approved by the Planning & Zoning Administrator."
  - (d) "A preconstruction conference shall be held with the Planning & Zoning Administrator and his designated representative prior to beginning construction."
  - (e) "The cost of inspection by the City of Trinity before or after the normal working hours, on Saturdays, Sundays or Legal Holidays, shall be paid for by the individual requesting the inspection at a rate of 1 ½ times the regular salary per hour of the inspector. Approval of the inspection outside normal working hours shall be obtained from the Planning & Zoning Administrator 48 hours in advance. Prior to commencement of work requiring inspection outside of normal working hours, the individual requesting the inspection shall sign a form, furnished by the Planning Department, agreeing to pay the overtime. The individual requesting the inspection will be billed by the Planning Department for payment."



In addition twelve (12) copies of the site plan shall be submitted showing zoning information (non utility information) for review by the Planning and Zoning Board.

Engineers/Developers/Owners submitting plans that include water line design for approval shall comply with the submittal requirements set forth in Davidson Water, Inc.'s Subdivision Specifications. Plans must receive approval from Davidson Water, Inc. prior to approval by City of Trinity.

Where the preliminary plat submitted covers only a part of the subdivider's tract, a sketch shall be submitted showing the prospective future street system and other features for ultimate development of the entire tract.

## **Appendix B**

### **Specification for Final Plat**

The final plat (twelve copies, one mylar) shall be submitted on 18" x 24" sheets to a scale of not less than ~~200~~ 50 feet to the inch. The plat shall be submitted no less than fourteen days prior to the City Council meeting at which the plat is to be considered. If more than two sheets are required an index sheet of the same dimensions shall be provided. The final plat shall contain the following information:

#### **(A) Title Data**

- (1) Date of submission
- (2) Name and address of owner(s)
- (3) Name of subdivision
- (4) Location designation (township, county, school district, state)
- (5) Name and address of engineer or surveyor
- (6) Scale in figures and bar graph
- (7) North arrow
- (8) "Final Plat" notation
- (9) Certificates (Reference Appendix F)

#### **(B) Surrounding Properties Information**

- (1) Property lines, property owners and subdivisions
- (2) Rights-of-way, easements, reservations and public use sites located and identified

#### **(C) Property Being Subdivided**

- (1) Street rights-of-way, widths of pavements and names of streets as posted on site
- (2) Property boundary lines including bearings and distances as determined by survey
- (3) Block and lot line with dimensions, block and lot numbers
- (4) Minimum building setback lines
- (5) Identification and dimensions of easements, reservations and dedicated area
- (6) Location, extend and identification of flood plain, watershed, water critical area or other restricted land
- (7) Sufficient data of monuments and markers to determine readily and reproduce on the ground, the location, bearing and length of all the above items
- (8) A list of restrictive covenants (deed restrictions) to be applied to any or all lots in the subdivision

## **Watershed**

### **Section 108. Effective Date.**

This Ordinance shall take effect and be in force on August 27, 1997.

## ARTICLE 200. SUBDIVISION REGULATIONS.

### **Section 201. General Provisions.**

- (a) No subdivision plat of land within the Public Water Supply Watershed shall be filed or recorded by the Register of Deeds of Randolph County until it has been approved in accordance with the provisions of this Article. Likewise, the Clerk of Superior Court shall not order or direct the recording of a plat if the recording of such plat would be in conflict with this Article.
- (b) All applications to subdivide land in a designated water supply watershed shall comply with the application, review and mapping requirements of the City of Trinity Subdivision Ordinance.
- (c) If the City Administrator approves the application, such approval shall be indicated on both copies of the plat by the following certificate and signed by the City Clerk.

### **Certification of Runoff Control**

I certify that this plan will control the runoff from a one-inch rainfall over the total drainage area and that the runoff control measures shown on this plan meet or exceed the guidelines in the NC Department of Environment and Natural Resources Stormwater Best Management Practices Manual issued by the Division of Water Quality Water Quality Section in April 1999.

### **Certificate of Approval for Recording, Minor Subdivision**

I certify that the plat shown hereon complies with the Subdivision Regulations for the City of Trinity, North Carolina and any supplemental regulations that may apply and that such plat has been approved according to the procedures for approval of minor subdivisions.

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Clerk

**NOTICE: This property is located within a Public Water Supply Watershed – development restrictions may apply.**

### **Certificate of Approval for Recording, Major Subdivision**

This subdivision plat has been found to comply with the provisions of the Subdivision Ordinance of the City of Trinity, provided that it is recorded in the Office of the Register of Deeds within 60 days of final approval by the City Council.

\_\_\_\_\_  
Subdivision Administrator

\_\_\_\_\_  
Date Approved by City Council

**NOTICE: This property is located within a Public Water Supply Watershed – development restrictions may apply.**

### **Section 203. Subdivision Standards and Required Improvements.**

- (a) Subdivisions in any designated drinking supply watershed shall comply with Article VI, General Requirements and Minimum Standards of Design of the City of Trinity Subdivision Ordinance as well as the requirements specified below.
- (b) All lots shall provide adequate building space in accordance with the development standards contained in Article 300. Lots which are smaller than the minimum required for residential lots may be developed using built upon area criteria in accordance with Article 300.
- (c) For the purpose of calculating built-upon area, total project area shall include total acreage in the tract on which the project is to be developed.
- (d) Storm Water Drainage Facilities. The application shall be accompanied by a description of the proposed method of providing storm water drainage. The subdivider shall provide a drainage system that diverts stormwater runoff away from surface waters and incorporates best management practices to minimize water quality impacts.
- (e) Erosion and Sedimentation Control. The application shall, where required, be accompanied by a written statement that a Sedimentation and Erosion Control Plan has been submitted to and approved by the N. C. Division of Land Quality.
- (f) Roads constructed in critical areas and watershed buffer areas. Where possible, roads should be located outside of critical areas and watershed buffer areas. Roads constructed within these areas shall be designed and constructed so to minimize their impact on water quality.

### **ARTICLE 300: DEVELOPMENT REGULATIONS**

#### **Section 301. Establishment of Watershed Overlay Districts.**

To provide an additional layer of protection for drinking water supply watersheds, the following watershed overlay districts are established. Within each watershed shall be two tiers of control. The area nearest the water supply –critical area—shall have the higher level of regulation because proximity to the intake creates higher risk of contamination. The remaining part of the watershed-- balance of the watershed— shall have less restriction because the greater distance from the point of intake lowers risk of contamination.

The following overlay districts shall apply to the watersheds in the City of Trinity:

\*Uwharrie River (Lake Reece)

WS-III-BW (Balance of Watershed)

#### **End of incorporated document.**

During discussion concerning the changes Mr. Billups advised that his firm was going to recommend that the city establish a set of Policies for Technical Review. This will allow technical review changes without changing the Ordinance and could be done at the staff level without coming back to this board. The Ordinance contains more procedural issues that are less likely to change.

Member Sikes asked how many copies were required under 7-5 ( C ) # 19 or as this left blank for a reason. Mr. Billups advised members his firm left this blank because we did not know how many copies the city would need in addition to the (3) copies required for our firm. It was left for the city to determine their needs.

Mr. Billups and members discussed the expense involved in providing full scale copies. Mr. Billups discussed an option to allow reproduction of the plans in a reduced size for board members. After discussion it was the consensus that this item be changed to read ***Following approval of the construction plans, provide the number of copies as required by staff of the subdivision layout or site plan only, and 4 copies of complete construction plans. One set will be returned as "Approved."***

Members, Mr. Stumb and Mr. Billups discussed 7-5 ( C ) #20 (a) “Contractor shall contact the Planning & Zoning Administrator at least 48 hours prior to starting work on the project.” Mr. Billups advised members this was needed in order for the Planning Administrator to contact his firm Anderson and Associates so that inspections could be planned.

With no further discussion, Chairman Ewings called for a recommendation.

***Member McNabb made a motion to accept the changes to the Ordinance. The motion was seconded by Member Gibson and approved unanimously by all Planning members present.***

**Work Session  
ITEM 8.**

**Overly District**

- a. Text**
- b. Map**
- c. How to Incorporate**

Chairman Ewings opened this item and turned the discussion over to Mr. Stumb. Mr. Stumb advised members that a lot of the information that had been prepared during earlier work on Overlay Districts had been carried over to the new Proposed Overlay District. Mr. Stumb reviewed the Proposed Overlay Districts as illustrated on the Power Point Slide Show (incorporated as a part of the minutes).

**Incorporated into the minutes**

**C. Thoroughfare Overlay District**

**Purpose**

The Thoroughfare Overlay District is established to encourage development and redevelopment which preserves the visual quality and functional operation of major roadways, enhances the visual image of the community, promotes orderly growth, livability, traffic safety and preserve property values.

Consideration is given to the interests of property owners, to the overall good of the community and to the enhancement of the City’s safety, welfare, well being and aesthetic character.

**Applicability**

Within a Thoroughfare overlay district, every use of a building or land hereafter established including demolition, construction and reconstruction of new uses, shall meet the requirements of this section unless otherwise exempted.

**Exemptions**

1. New Residential Development: New single family, duplex or twin homes shall be exempt from the provisions of this overlay district.
2. Reuse or Redevelopment: Reuse, remodeling, repairs or other redevelopment which do not create additional building floor area or parking spaces shall be exempt from the provisions of this section.

3. Expansions: Building additions, parking lot expansions or other redevelopment that creates additional building floor area or parking spaces not exceeding twenty-five percent (25%) of the floor area or parking spaces existing on the site on the effective date of this Ordinance shall be exempt from the provisions of this section, except no expansion may occur within a required setback area. There shall be only one such expansion.
4. Shallow Lots: Vacant lots of record existing as of the effective date of this Ordinance with less than one hundred fifty (150) feet of depth shall be exempt from the provisions of this section.

Questions and comments during this section included the following:

- (a) Discussion concerning the shallow lot exemption- Mr. Stumb advised members that shallow lots would not be able to meet the standards in regards to the 25% for redevelopment as stated in Item 3 (Expansions).

### **Applicable Roads and Boundaries**

The Thoroughfare Overlay district shall be consistent of the public right-of-way and those parcels within one hundred feet of either side of the right of way, including access ramps of all freeways and expressways. Roads affected by this Thoroughfare Overlay District designation are identified on the official City of Trinity Zoning map.

### **Development Review**

No building or zoning permit or subdivision plat shall be approved which does not demonstrate compliance with the provisions of this section.

### **Standards for Development within the Thoroughfare Overlay District**

All development within the Thoroughfare Overlay District shall be subject to the site development standards of the underlying district, in addition to the following.

#### **Utilities:**

- 1) Shielding on site utilities: All utilities and related facilities, garbage cans/dumpsters, heating, ventilation and air conditioning (HVAC) units, including on ground and roof top mechanical systems shall be so located or shielded so as to not be visible from the public right-of-way.
- 2) Underground Utilities: When all possible all overhead utilities shall be buried.
- 3) Enclosed Facilities: All manufacturing, storage, wholesale, retail sales or similar uses, other than display areas for motor vehicles sales and plant nurseries, shall be conducted within an enclosed building except as otherwise provided below.
- 4) Outdoor Storage: Outside storage shall be permitted only if screened from view of the thoroughfare. The outside storage shall not occupy an area larger than one-half of the area covered by the principal building.
- 5) Loading and Garage Bay: All areas and entrances to motor vehicle repair bays shall be screened from view from the thoroughfare.
- 6) Exterior Building Materials: No building elevation, including foundation that is visible from the Thoroughfare Overlay District may be covered with sheet or corrugated aluminum, iron, steel, plain concrete block or exterior panelized plywood. Except, however, such materials may be used as secondary exterior finish materials if they cover no more than twenty (20) percent of the surface area of any on elevation. Buildings may consist of any of the following materials, utility brick, standard brick, stucco, synthetic stucco, colored split faced block, glass, stone or other similar high quality material.

Building materials must be presented at the time zoning permits are issued.

**Parking Lot Design.**

- 1) Entrance and Exits to Public Streets: Any lot of record in the Thoroughfare Overlay District in existence on the effective date of this ordinance shall be excluded from the requirements of this section. Nonconforming lots shall be allowed one access point.

The maximum number of access points shall be as following;

<u>Thoroughfare Frontage</u>	<u>Access Points to Thoroughfare</u>
0-299	1
300-999	2
1,000 or more	3

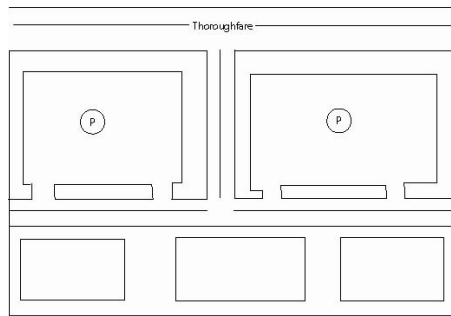
Except where access would be denied, driveways shall be located at least 200 feet from the center line of any street intersecting the thoroughfare and shall be located at least thirty feet from a side property line, except where a mutual joint access agreement exists which provides for a shared driveway for adjoining owners.

Driveways shall be no less than 120 feet apart, measured along the right-of-way from center of driveway to center of driveway.

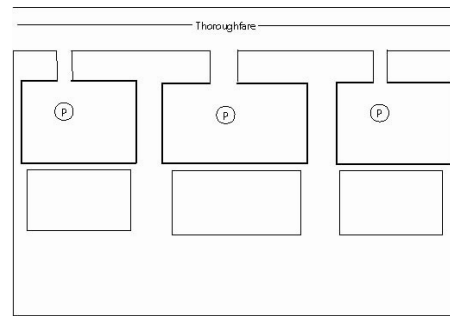
In no way do the standards of this ordinance supersede the standards of the North Carolina Department of Transportation. When conflicts occur the more stringent standards will apply.

- 2) Connectivity: Adjoining properties are encouraged to connect parking lots to allow local traffic to travel between parcels, limiting trips on the thoroughfare.

When possible, property owners shall be encouraged to share parking to decrease the impervious surface used.



**good design**



**poor design**

- 3) Pedestrian traffic: Internal road networks shall have sidewalks on at least one-side of the street to encourage pedestrian movement through the parking area and between parcels. In addition, traffic calming devices such as speed bumps, raised cross walks, painted walkways and roundabouts shall be used to slow vehicular traffic and foster a pedestrian friendly environment.
- 4) Landscaping: In addition to the standards of the City of Trinity Zoning Ordinance Article XIV, Buffering and Landscaping Requirements, the following design standards shall apply;
  - a) For every parking space required, thirty (30') square feet of planting area is required. A planting area will be a designated area within and around the parking lot. This area shall be protected by curb and guttering and provide sufficient area for appropriate plants and their root structure.

- b) For every 150 sq/ft of planting area, one canopy tree shall be planted to provide shade within and around the parking lot.
  - c) All development shall not exceed twenty four percent (24%) built upon area (BUA), unless granted a Special Intensity Allocation which would allow seventy percent (70%) BUA. Developers are encouraged to use the remaining pervious (non-built upon area) as planting area in and around parking lots and for stormwater controls.
- 5) Paved parking: All parking shall be curbed and guttered and paved and maintained with concrete, asphalt or similar material of sufficient thickness and consistency to support anticipated traffic.

### **Lighting**

- 1) Fixtures: Along entrances and pedestrian walkways the following lighting fixtures should be used;
- |                  |                    |
|------------------|--------------------|
| Open Traditional | Deluxe Acorn       |
| Post Top         | Traditional        |
| Acorn            | Deluxe Traditional |
- (Duke power outdoor lighting fixtures)



#### **Open**

**Traditional**

**Post Top  
Traditional**

**Acorn**

**Deluxe Acorn**

**Traditional**

**Deluxe**

So that adequate lighting is provided in parking areas to insure safety and protection of property the following fixtures shall be allowed in the parking area;

Shoebox

Cube

Quad shoebox formation

Cobra fixtures will be allowed but only if fixture and utility pole are black.



**Shoebox**



**Cube**



**Quad Shoebox**



**Cobra (black only)**

- 2) Lighting Plan: A lighting plan shall be provided that shows the type, height and density of all outdoor lighting.
- 3) Adjoining Property: When abutting a residential district lighting shall be designed so as not to create a nuisance on abutting property owners. The maximum illumination at the edge of the property line adjacent to a residential zoning district is ½ foot candles.
- Additional lighting fixtures maybe used but must be presented prior to approval.

### **Signs**

- 1) Free Standing Signs: One free standing sign shall be permitted per lot. The sign area shall not exceed fifty square feet (50 sq/ft). Height: No free standing sign shall exceed ten feet (6').
- 2) Multiple Tenants: Free standing signs representing multiple tenants shall not exceed sixty square feet (60sq/ft). This shall provide area to identify the complex/shopping center in addition to individual tenants.

- 3) Sign Construction: Signage shall be designed and constructed as to match the primary structure in building material and design.

### **Permitted and Prohibited Uses**

- 1) Prohibited Uses – the following uses will be prohibited from the Thoroughfare Overlay District.

Concrete & Asphalt Products Plant
Dairy products, wholesale & processing
Flea Markets
Foundries
Furniture Refinishing
Junkyards
Machine Shop, welding shop
Manufactured home, travel trailer camper, boat recreational vehicles sales, etc
Manufacturing, apparel, soft goods, textiles
Manufacturing, brick tile, cement
Manufacturing, furniture and upholstery
Manufacturing, machine tools
Manufacturing, fertilizer, metal plating, milling (feed, flour, etc) paper goods etc.
Manufacturing, saw mills
Mini warehouse, storage buildings
Monument, cut stone manufacturing and sales
Radio-control, model race-car track (electric model cars only)
Recycling processing Facility, Indoors
Sexually oriented businesses
Sheet metal fabrication
Shooting Ranges, outdoors
Storage, above ground flammable liquids for distribution
Storage buildings mini warehouse
Tattoo and Body Piercing
Trucking Terminal

- 2) Permitted Uses: In addition to the permitted uses in Article VII section 7-13 the following would be allowed inside the thoroughfare overlay district.
- 3) Mixed use development – ~~Mixed use development will be allowed in the thoroughfare overlay district but only as a planned unit development and only after a Special Use Permit has been issued by City Council.~~

### **The following items were reviewed and discussed during the Power Point Presentation:**

**A-Text-** As incorporated into the documents.

**B- Map-** The thoroughfares are highlighted on the map as well as the properties this district would affect. This would include properties that abut Interstate 85, properties on NC Highway 62, Surrett and crossing over 62 extending up a small portion of Hopewell Church Road at the interchange, as well as Unity, Finch Farm, and a small section of Welborn. If this area is chosen the properties identified total approximately + or - 2,000 acres or + or - 3 ½ square miles and would affect approximately 428 property owners.



**Utilities-** Some of this was already in the Overlay Districts and some of the items were discussed when this board discussed the survey and what you wanted to see incorporated into this section. This section concerning the Exterior Building Materials was pulled from the Old Overlay District and if the section remains as a part of this proposal we will remove this from the Utilities Section and put it in a separate section since it does not apply to Utilities.

**Section 2- Parking lot designs-** One of the key points in this section is limiting the number of entrance and exits that is based on road frontage (pulled from Old Overlay District). We included a new section concerning connectivity. The idea is to eliminate the number of driveways and create connections of driveways, buildings and parking off of a thoroughfare in an effort to encourage walking and to eliminate driving from one parking lot to another. Another new item added in this section is Landscaping. This would require a certain amount of planting area for each parking space such as islands or planting trees, flowers, or shrubs. We also added the additional requirement for each 150 sq feet of planting area to require 1 canopy tree from our list of species. They would have option to plant all around or break up with islands.

Because Trinity is in the Water Shed if they get a special density allocation they will have 30% of their property they can have nothing on, some of this may be retention ponds. We are suggesting that they do something productive with it such as planting trees, shrubs, or etc. We also are requiring paved parking for all parking lots.

**Street Lights-** This section is a new requirement. I have suggested along entryways and sidewalks the city would like to see traditional lighting such as the examples included from Duke Power. These lights are not designed to light a parking lot and that is why the other lighting fixtures were included to light parking lots. These are all provided by Duke Power and would be included as accepted fixtures if this plan is approved for Parking Lots and thoroughfares.

Members discussed who would choose the lighting fixtures. Mr. Stumb advised members that if this Overlay is approved as presented the developer could choose from the examples included from Duke Power. After a brief discussion, it was the consensus of members that any of the lights illustrated would be appropriate for this type of lighting.

**Signage-** A sign defines the building. The largest sign currently allowed in Trinity is a 10 X 10 or 100 square foot sign and a height limit of 30 feet. We are suggesting 2 additional signs ; (1) a 6 foot high sign totaling 50 square feet for business on a single parcel(2) a 60 square foot sign for a multi-type tenant.

**Prohibited Uses-** This is a new addition to the Overlay District that would prohibit some uses as defined.

Mr. Stumb advised members any item included on this Overlay was open for discussion.

Member Patterson asked Mr. Stumb to define the Thoroughfare District. Mr. Stumb advised members that the Thoroughfare District included all the major streets through the city. Member Patterson asked if this Proposal was limiting the types of development that persons would see when coming through the main section of the city. Mr. Patterson discussed areas that might be located in these areas where newspaper racks, vending machines, and items of this nature as well as service stations and gasoline pumps. Will they be allowed in this area since in the Utility section items are defined that may and may not be allowed outside and visible. Mr. Stumb advised members it was not the intent of this Proposed Overlay District to eliminate these items. Member McNabb discussed the Overlays located in High Point and how businesses such as the gas stations must conform to the standards of the Overlay. Mr. Stumb discussed the ability to shield gasoline pumps with landscaping.

After further discussion, Mr. Stumb advised members that this should be addressed in Article 7 and that that the verbiage within this section should be changed to allow the uses discussed by member Patterson.

Members McNabb and Gant discussed the landscaping and entrance and exits to businesses such as gasoline service stations and car washes located within the Overlay Districts in High Point and as shown at an earlier meeting and discussed by Board members.

Mr. Stumb asked for further comments.

Member Gant asked why mixed use development was marked out. Mr. Stumb advised members that if the board wants to pursue a mixed use type of development the city would probably need to create a special zoning district to address the type of uses and what you will allow in these developments.

Council member Talbert asked to speak to the board. He discussed the need to pursue this prior to development and stated “the proposed area is where the sewer will be coming. If we do not have something or zoning in place it could be wild. People will be coming from every direction to put in all kinds of businesses from a flea market to a truck stop. That was the reasoning behind developing an Overlay District in the first place. Most of us here have worked on the Overlay District before except maybe some of the newer members. That was the original intent of the Overlay District.”

Mr. McNabb discussed the need for this as well. “If we don’t get this in someone will come in and put a junky truck stop in this area.”

Council member Talbert stated “people would try to put in all types of things if we did not have something to direct what goes in.”

Member Gant stated members may want to look at the Prohibited Uses to see if there were further uses that may need to be added that the city did not want. Member McNabb discussed the need to get something on the books now and then make modifications. He discussed the possibility of a stucco building with open bay doors and the fact that without this in place such a building could be built in the identified area of this district. Member McNabb stated “that was why this board was working to complete this in order to have some protection and modify as needed”. Chairman Ewings stated “that we needed to put something up to adopt and then modify and work on it.” Mr. McNabb discussed the need for this to be adopted by the City Council and his belief that members of the Council were as wise as members of this Board in an effort to try and protect the city to eliminate junk. Member Gant discussed the rezoning of property along Highway 62 at the Meat Market.

Member Patterson stated he felt this needed to be adopted tonight. Member McNabb stated that he had been in discussion over this for 1 year to get something on the books that could be modified as needed. I believe we should do this and let Council look at this.

Chairman Ewings called for a motion.

Member McNabb stated that he also felt the “city should do this and let City Council look at it. We can adjust it as we get something like Wal-Mart and we have a little problem we can change it. We have that authority to change it to make it work.”

Chairman Ewings stated that “Adam had done a lot of work on this.” Member Gant discussed the property rezoning that had recently taken place on County Line Road to Office/Institution.

**Member Maness made a motion to adopt the Proposed Overlay District as presented, seconded by member Patterson. The vote was 7 ayes and member Sikes abstaining, therefore making the motion unanimously approved.**

After the vote, Manager Bailie, and Mr. Stumb discussed how to proceed with this. Mr. Stumb advised members this document would sit inside the Zoning Ordinance. Chairman Ewings and members discussed how this Board had been discussing and reviewing this issue for at least 1 ½ years. Council member Talbert stated “we had been working on this Overlay for a long time. This is where the City is going to be, no two (2) ways about it. Where the Thoroughfare is drawn is where Trinity will be.”

Manager Bailie discussed a joint meeting between Planning/Zoning members and Council. Council member Meredith stated he felt “a joint meeting was a good idea.” Manager Bailie discussed how that type of meeting will allow members of this Board to explain what you have been trying to do rather than leaving it up to Mr. Stumb. This will allow an exchange of ideas. Council member Meredith stated “he did not believe the City Council will be quite as enthusiastic about it as this Board because they will be seeing it

for the first time. Chairman Ewings advised Council member Meredith that Mr. Stumb had taken a lot of the items this board had already discussed and completed and compiled this document.

Member McNabb asked Chairman Ewings if this had ever been before Council. Chairman Ewings advised members this had not been before Council before because we never did get it there. We completed part of this and quit. Member McNabb referred to the prior Manager and the time at which he left.

Member Sikes stated he did not recall working on the Overlay District and why he abstained from voting. Chairman Ewings and members advised member Sikes he was not on the Board when this project was started. Chairman Ewings stated the "Board had a lot of night meetings to discuss this information. Most of the information he had in there was what was already in the plan in the first place. A lot of it got misinterpreted." Member McNabb stated "we wanted development but we want to make sure it is good development. Can you imagine what Eastchester Drive would be if High Point had not had Overlay?"

Manager Bailie asked Board members if they wanted Mr. Stumb to prepare a document to be mailed to Council with their Pre-Agenda Packet. We will have a Joint meeting at 6:00 on the third Tuesday. This meeting would be before the Regular City Council Meeting. We could have a Joint Meeting with Council and bring some food. This would allow Council to continue directly into their Regular Meeting at 7:00 pm.

Manager Bailie advised members that she would send this to Council as soon as Mr. Stumb prepared the document for presentation. This will allow Council to discuss this at their Pre-Agenda Meeting, and afterwards have a Joint Meeting prior to the Regular Council Meeting. Manager Bailie asked Council member Talbert and Meredith if this sounded suitable to them. They agreed this was suitable.

This will allow Council to consider action or take the appropriate action they choose.

Member Gant asked if this document addressed the non-conformance of metal buildings in this district. Members and Mr. Stumb advised Ms. Gant this was addressed by this Overlay. Manager Bailie asked members if they felt one (1) hour would be ample time for discussion. Members asked Council members if they felt Council would have a lot of questions. Council member Meredith stated he had a lot of questions.

After further discussion, it was the consensus of the members to hold the meeting at 5:30 prior to the Regular Council Meeting on October 18, 2005. Manager Bailie advised members that the City would furnish Pizza at the meeting. Member Patterson advised members that he would not be able to attend this meeting due to prior commitment.

#### **ITEM 9. Conditional Zoning - Overview**

Mr. Stumb advised members he had a brief presentation on this but did not have anything in place that could be voted on by members tonight. If agreeable with the Board this can be held over until the next meeting. I will have documentation for your consideration then.

#### **ITEM 10. Comments from the Board NONE**

#### **ITEM 11. Comments from Staff**

Mr. Stumb asked members to review the new Zoning Publication placed at their seat. He also asked members to bring their Zoning Ordinance to next meeting to be updated.

Manager Bailie advised members that Council approved the request unanimously from Ms. Hurley at their September Meeting as recommended and passed by this board at your August Meeting.

**ITEM 12.                      Adjourn**

With no other business to discuss, Chairman Ewings called for a motion of adjournment of the September 27, 2005 meeting.

*Member McNabb made a motion to adjourn the September 27, 2005 meeting, seconded by member Maness and approved unanimously by all members present.*

**These minutes were approved by the Planning Board Members at their Regular meeting on September 27, 2005. These minutes have been changed on page 2 to reflect the deletion of the word “are” from the text. This change is incorporated into these minutes.**

**Motion by Board member Gibson to approve the minutes as written with the exclusion of the word “are” on page 2 being deleted from the text. The motion was seconded by Board Member Gant and approved unanimously by all Planning members present.**

\_\_\_\_\_  
**Debbie Hinson, City Clerk**

\_\_\_\_\_  
**J.R. Ewings, Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**